

**DIRECTOR OF FAMILY AND CHILDREN SERVICES DIVISION**

**DEFINITION**

Under administrative direction, plans, organizes, and directs the operations and administration of all family court programs; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This single position class has countywide responsibilities for family law mediation and evaluation services, juvenile dependency mediation services, court investigations, mental health services and treatment courts.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes, and directs the development, implementation, and operations of division programs and services; develops and refines program objectives to better serve families and children.
2. Manages professional programs associated with the family, juvenile, treatment and probate courts; coordinates with appropriate judicial officers on all program policies, procedures, and personnel matters related to those programs.
3. Ensures coordination of programs by providing liaison between division programs and other Superior Court organizational units, courts, County and State agencies, business and community organizations, and state agencies.
4. Develops and maintains administrative and operational policies and procedures; reviews and analyzes legislation and determines impact on division programs, policies, and procedures.
5. Selects, trains and evaluates staff.
6. Collects and analyzes data to evaluate the effectiveness of programs; prepares reports for Judicial Council.
7. Researches and applies for state and federal grants; prepares and monitors division budgets and grant-funded services and programs; authorizes and monitors expenditures to ensure compliance with fiscal policies.

8. Serves on committees and task forces within the Court and with local, state, and national agencies and organizations.
9. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Graduation from an accredited college or university with a Master's degree in psychology, counseling, social work, or other related behavioral science and five years of experience supervising or managing a professional staff in the delivery of services to children and families in a court setting, a social service agency, legal services or a related field or any combination of training and experience that could provide the desired knowledge and abilities. Special Requirement: Possession of a license issued by the State of California as a Clinical Social Worker (LCSW), Marriage, Family and Child Therapist (MFT), or Clinical Psychologist.

#### ***Knowledge of***

Principles and practices of supervision and judicial management; the California judicial system, and the role of the judicial council and Judges in the administration of court activities; statistical analysis techniques; human dynamics; psycho-social issues related to families and organizations; principles and practices of marriage and family counseling.

#### ***Ability to***

Plan, organize and direct assigned services; demonstrate leadership; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; analyze complex information/data; prepare and present findings and recommendations in verbal and written form; make public presentations; evaluate efficiency and effectiveness of services; develop operating policy and procedures; coordinate professional activities with members of the judiciary, other courts, private counseling agencies or organizations, County departments and State agencies involved in family and children's issues, alcohol and drug abuse treatment, health and mental health services; use computer for word processing, data analysis and communication.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff.

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

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